

Supplement Overview

This supplement to *Taking the Road Less Traveled: Educator's Tool Kit to Prepare Students for Nontraditional Career* provides the user with a variety of resources, including tip sheets, activities, projects, surveys, and forms for each of the four areas addressed in the tool kit: Awareness; Recruitment; Retention; and Placement. While the original tool kit provides an overview for each area and offers strategies to create awareness, recruit nontraditional students, retain the students, and place them in nontraditional occupations, it does not include the "How to" which is what we hope this supplement does.

Designed as a CD-ROM, this user-friendly resource provides flexibility in selecting and printing documents as needed. Components are provided as PDF files and may be printed in either black and white or color to enhance the presentation to educators, students, parents, and/or employers in the community. Users are also provided with various forms in Microsoft Word® so that they may be customized to reflect the school logo and colors (if using a color printer), school name, address, and phone number, or modified, such as adding questions for mentors or evaluation criteria on activities, and filling in blanks on sample letters. Now, let's take a closer look.

Main Menu

From the Main Menu you can navigate through the CD by clicking on any of the various road signs. Of course if you are here, you have already clicked on "Supplement Overview." Be sure to click on the road sign, "Developed by MAVCC and NAPE" for a list of individuals who assisted in the development of this resource. Other general selections include:

- **Resources**--A list of recommended books, manuals, web sites, and videotapes
- **Glossary**—An alphabetical list of key terms and definitions that are used when teaching/training in the areas of gender equity and nontraditional training and employment
- **Career Clusters**—A visual list of the 16 career clusters developed through a grant by the United States Department of Education and in conjunction with the National Association of State Directors of Career and Technical Education Consortium.
- **Index**—An alphabetical list of the CD contents by area and type for quick reference and easy access to tip sheets, activities, projects, surveys, and forms.

By clicking on the road signs for **awareness, recruitment, retention, and placement**, you will be taken to the appropriate menu for that area.

Area Menus

Each area menu contains route signs for any tip sheets, activities, projects, surveys, and forms included for that area as well as titles of each corresponding item. You can make your selection by clicking on the desired title. You can then print the file, and, in the case of the forms, you can modify the content if desired.

Item Descriptions

Note: These items are in PDF format. When you view one of these items, it will open Acrobat Reader® in your browser. To return to the menu (exit out of Reader), use the "back" button on your browser.

- **Tip Sheets**—Information and strategies to use with teachers, counselors, equity coordinators, Tech Prep coordinators, School-to-Work coordinators, administrators, parents, employers/employees and union representatives to promote issues such as gender equity, parental involvement, working with children with disabilities, and worksite learning. These will make great resources/handouts for professional development/in-service activities.
- **Activities**—Objective-based lessons that can be integrated with regular class work and used by various age groups to teach students about nontraditional career choices and to reinforce academic and workplace skills needed to succeed in the 21st century.
- **Projects**—Activities that require a budget and a long-term commitment by a committee to plan and organize the event, such as a school nontraditional careers fair
- **Surveys**—Tools to gather feedback from educators, students, parents, and employers
- **Forms**—Checklists, self-evaluations, program evaluations, applications, letters, etc. that can be used as is or modified by user; available as Word® files so that text can be manipulated.

We hope you find this compilation of resources and materials useful, and we wish you success in helping students make career choices based on personal interests, aptitudes, and skills, and in improving student outcomes in nontraditional programs.